College Effectiveness Committee
Draft Minutes
March 27, 2015/10:00 a.m.
Vernon 204 and CCC 712

▪ Welcome
- Review of committee membership

College Effectiveness Committee members:

Vernon College Position	Member	Present	Not Present
Director of Institutional Effectiveness	Betsy Harkey, Chair	X	
Dean of Administrative Services	Garry David	X	
Dean of Admissions and Financial Aid/Registrar	Joe Hite	X	
Dean of Instructional Services	Dr. Gary Don Harkey	X	
Dean of Student Services/Athletic Director	John Hardin III	X	
Associate Dean of Instructional Services	Shana Drury	X	
Associate Dean of Student Services	Kristin Harris		X
Division Chair - Communications, English Instructor	Joe Johnston	X	
Division Chair - Behavioral and Social Sciences, Government Instructor	Greg Fowler	X	
Division Chair- Information Technology, Industrial Automation Instructor	Mark Holcomb	X	
Division Chair- Math and Science, Math Instructor	Dr. Karen Gragg	X	
Director of Admissions and Records	Amanda Raines	X	
Director of Continuing Education	Christina Feldman	X	
Director of Financial Aid	Melissa Elliott	X	
Director of Human Resources	Haven David	X	
Director of Institutional Advancement Executive Director, Vernon College Foundation	Michelle Alexander	X	
Institutional Support Specialist	Jim Binion	X	
Director of Library Services	Marian Grona	X	
Director of PASS Department/ Coordinator of Office for Students with Disabilities	Deana Lehman	X	
Director of Quality Enhancement	Criquett Lehman	X	
Faculty/ Instructional Design and Technology Coordinator	Roxie Hill	X	
Counselor	Clara Garza	X	
Faculty Senate Representative	Dr. Donnie Kirk		X

Faculty Senate Representative	Dr. Adrien Ivan	**X**	
Faculty SACSCOC Representative	Bettye Hutchins	**X**	
Student Forum Representative	Jackie Polk /		**X**
Student Government Representative	Sjohonton Fanner/	**X**	
Classified Staff	Sandy O'Dell		**X**
Classified Staff	Rosa Alaniz		**X**
President	Dr. Dusty Johnston	**X**	

- ▪ Approval of February 27, 2015 minutes (Exhibit A, Action Item) Motion by Shana Drury, second by Greg Fowler, motion passed.

- ▪ Student Learning Measures Update: Dr. Gary Don Harkey reported that Dr. Beauchamp is meeting with faculty charged with assessing in core areas. Group review teams will be meeting in May and June.

- ▪ Director of Institutional Effectiveness Update:

  - SACSCOC Fifth-Year Interim Referral Report mailed on March 26, 2015 and scheduled to be delivered to SACSCOC on Saturday, March 28, 2015 meeting the deadline of April 1, 2015. Thanks to all who contributed to the process!
    Dr. Johnston added that the College Effectiveness Committee will be the core of the SACSCOC team for the ten year report due to the extent of information required from all areas.
    Betsy encouraged interested committee members to apply to be SACSCOC evaluators.

  - Student Success by the Numbers Committee - March 13 meeting will be rescheduled due to conflicts. The meeting agenda will include a review of updated KPIAs as well as a review and approval of Benchmarks. All updates will be emailed to the Data Group which includes College Effectiveness Committee members.

    Updated KPIAs using the most current THECB, IPEDS and POISE data are available for review at
    http://www.vernoncollege.edu/KPI-Home:
    Budget Revenue and Expenditure
    Enrollment
    FTE Student/FTE Faculty
    Percent of Contact Hours Taught
    Course Completion Success
    Graduation and Persistence Rate
    Non Transfer Completers and Transfer
    Milestones/Success Points

- SACSCOC Substantive Change
  Letters of notification (Exhibit B and C)
  Policy and Procedure review and approval (Exhibit D, Action Item) Motion by Criquett Lehman, second by John Hardin III, motion passed.

- Planning Calendar

  - Approved committee reports available to Component Leadership for review, evaluation and to finalize into Master Plans
  - Begin 2015-2016 budget development process including input from faculty and staff
  - Clarification to calendar – Continue implementation and review of 2014-2015 Institutional Effectiveness Plans.
    Information to be completed along with the End of Year Summary Report includes:
    - Location of Assessments
    - Dissemination/Discussion of Assessments
    - Assessment Results
    - Use of Results for Improvement of expected outcomes
    - Timeline for inclusion in Annual Action Plan

    Example timeline – (always remember A to B and B to C)

		A	B	C
	2014-2015	2015-2016	2016-2017	2017-2018
September 2014	Implementation of pilot 2014-2015 IE Plans -Department/ program purpose in support of Mission -Department/ program expected outcomes in support of accomplishment of Primary Goals	Develop and implement 2015-2016 IE Plans	Develop and implement 2016-2017 IE Plans Plans should include utilization of assessment results and use of results for improvement documented in 2015-2016 IE Plans	Develop and implement 2017-2018 IE Plans Plans should include utilization of assessment results and use of results for improvement documented in 2016-2017 IE Plans

	-Assessments used to measure expected outcomes			
August 2015	IE Plan document completed in conjunction with the 2014-2015 End of Year Annual Action Plan Summary Report -Location of Assessments -Dissemination/ Discussion of Assessments -Assessment Results -Use of Results for improvement of expected outcomes -Timeline for inclusion in Annual Action Plan *Review and make improvements to IE Plan document and process	IE Plan document completed in conjunction with the 2015-2016 End of Year Annual Action Plan Summary Report	IE Plan document completed in conjunction with the 2016-2017 End of Year Annual Action Plan Summary Report It will be important to document A to B results and use of results for improvement.	IE Plan document completed in conjunction with the 2017-2018 End of Year Annual Action Plan Summary Report It will be important to document B to C results and use of results for improvement.

- Meeting schedule: May 1 (electronic)

- Adjournment – the meeting was adjourned at 10:40 a.m.